

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS RETENTION AND DISPOSAL SCHEDULE</b>		<b>Schedule No. M276</b> <hr/> Page 1 of 3
<b>Agency</b> City of Seat Pleasant		<b>Division/Unit</b> General Government
Item No.	Description	Retention
<p>General Government includes those files and records pertaining to the elected official (Legislative), Administrative (Executive), Election Records, Accounting/Financial/Personnel files.</p> <p><b>NOTE: All records listed as permanent in this schedule will be periodically transferred to the State Archives for storage and preservation. All records with time limited retentions are to be reviewed for their potential historical, administrative, legal, fiscal or other archival value before destructions.</b></p>		
1	<u><b>Legislative Records</b></u> Ordinances, Resolutions and Proclamations with legislative history if any	Permanent, Transfer annually to the Maryland State Archives
2	Charter, amendments with legislative history	Permanent, Transfer annually to the Maryland State Archives
3	<u><b>Elections</b></u> Notices, ballots, election results	Retain for two (2) years, then destroy
4	Minutes of the Mayor and City Council meetings	Permanent, Transfer annually to the Maryland State Archives
Schedule Approved by Department, Agency, or Division Representative. Date <u>3/25/11</u> Signature <u>Robert L. Ashton</u> Typed Name <u>Robert L. Ashton</u> Title <u>Acting City Administrator</u>		Schedule Authorized by State Archivist Date <u>30 Mar 2011</u> Signature <u>Edward C. [Signature]</u>

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. M276
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Agency City of Seat Pleasant		Division/Unit General Government
Item No.	Description	Retention
5	Cassette tapes of meetings of the City Council	Retain for two (2) years after approval, then destroy
6	<u>Administrative Records</u> General correspondence: Original incoming and copies of outgoing letters, e-mail's, notices, reports, directives, policies and other material related to City Administration. Daily Inspection Records (Includes inspection records relating to offer activities/events.)	Screen annually and destroy material that is no longer needed for current business. Transfer to the Maryland State Archives for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.
7	Deeds, land use agreements, plats, surveys, including infrastructure contracts, and agreements correspondence and legal opinions relating thereto	Permanent. Retain two (2) years, then transfer to the Maryland State Archives
8	Contracts including: documentation and correspondence; bids, awards, grant applications, agreements and supporting documents, quotes, purchaser orders, specifications, advertisement and associated documents if any.	Retain for seven (7) years after settlement, then destroy
9	City Newsletter/Publications	Permanent. Retain for two (2) years, then transfer to the Maryland State Archives
10	Insurance Claims: including related records, expired insurance policies	Retain for seven (7) years after settlement, then destroy.
11	Vehicle, equipment, other asset records	Retain for seven (7) years after settlement, then destroy
12	Legal Advertisement	Permanent. Retain for two (2) years, then transfer to the Maryland State Archives
13	<u>Code Enforcement</u> Reports, notices and related documents, permits and permit applications	Retain for two (2) years after approval, then destroy
14	<u>Accounting/Finance/Personnel Records</u> Bonds and Audit Reports	Permanent. Retain for two (2) years, then transfer to the Maryland State Archives

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(Continuation Sheet)**

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**Agency** City of Seat Pleasant

**Division/Unit** General Government

<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
15	Budgets, paid bills, vouchers, invoices, bankbooks, statements, deposit slips, tax assessment lists, employee payroll reports, tax returns, investment records, purchase orders and purchase requisition, bank signatory statements	Retain for two (2) years after approval, and until all audit requirements are met, then destroy
16	General Ledger	Permanent, Transfer annually to the Maryland State Archives.
17	Personnel Records, Personnel Applications, Time Sheets	Retain for seven (7) years after settlement, then destroy